

DD/R-527-63

28 March 1963

MEMORANDUM FOR: Director of Personnel  
ATTENTION: Chief, Special Activities Branch  
SUBJECT: Certification of Step Increase for  
[redacted]  
REFERENCE: Memorandum, same subject, dated 9 January  
1963

25X1A

Referenced memorandum stated that inasmuch as [redacted]  
had been assigned to the DD/R only since 7 January 1963 this  
office was not in a position to certify the granting of a  
postponed periodic step increase as a result of a previous  
assignment. We have now had the opportunity to assess her  
work performance and are in a position to state that her  
work is at a level of competence as to warrant the granting  
of the periodic step increase. It is recommended, therefore,  
that the step increase be granted.

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[redacted]  
Executive Assistant  
Deputy Director (Research)

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Distribution:

Orig & 1 - Addressee  
1 - Chief, Special Activities Branch  
1 - [redacted]  
1 - DD/R Personnel  
1 - DD/R Subj

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SECRET

Excluded from automatic  
downgrading and  
declassification